



CAPCA BOARD OF DIRECTORS MINUTES OF
 Program and Board Meeting (Hilton, Myrtle Beach)
 JUNE 11, 2022 @ 8 am

Board Members	Role	Present	Absent
Jessie King	President	X	
Mike Abraczinskas	Vice President/Program Chair	X	
Rhonda Thompson	Treasurer	X	
Tim Agner	Secretary	X	
Deb Basnight	2 nd Year Director	X	
Amy Marshall	2 nd Year Director		X
Fern Paterson	1 st Year Director	X	
Rob VandenMeiracker	1 st Year Director	X	
Kevin Nesbitt	Past President	X	
Staff Members	Role		
Ann Daniel	Executive Secretary	X	
Connie McElroy-Bacon	Conference Coordinator	X	
Penny Neville	Bookkeeper		X
CAPCA Committee Members	Committee Represented	Present	Absent
Dale Overcash	Marketing/Governance	X	
Carl Burrell	Marketing/Arrangements/Events		X
Rich Weber	Governance	X	
Ross Smith	Governance	X	
Nathan Daniel	Young Professionals		X
Austen Meyer	Young Professionals	X	
Randy Taylor	Marketing	X	
Beth Partlow	Marketing/Governance		X
Bill Lane	Governance		X
Mark Hawes	Governance		X
Duane Mummert	Governance		X
Melvin Stroble	Governance		X

PRESIDENTS COMMENTS

Jessie King called the Board meeting to order at 11:09 am.

Jessie welcomed everyone to Myrtle Beach and thanked everyone for coming.

2022 STRATEGIC PLAN

Jessie welcomed Kristy Ellenberg to the board meeting to discuss the findings from the strategic planning session held on June 10, 2022. Kristy facilitated the planning session and led the discussion to review the goals and metrics under the previous Strategic Plan, review the mission statement, and discuss goals of the new Strategic Plan. Jessie and Kristy will formulate the findings and present them to the Board at the August 27, 2022 meeting.

SECRETARY'S REPORT

Tim Agner distributed minutes from April 6, 2022, and April 8, 2022 board meetings.

After discussion and corrections, the Minutes were approved. Mike Abraczinskas made the motion to approve, Kevin Nesbit seconded the motion, the minutes were approved by unanimous vote.

TREASURER'S REPORT

Rhonda Thompson distributed the treasurers report as information.

The budget was presented and discussed

Taxes will be filed in November. Ann and Rhonda are preparing the information to present to The Brittingham Group LLC for filing. Ann informed me that the taxes were filled early August

The Brittingham Group LLC questioned if CAPCA should file the NC Secretary of State a Charitable Licensing Division Report.

The Finance Committee (Rhonda Thompson, Kevin Nesbitt, Jessie King, Ann Daniel, Connie Bacon, Bill Lane, and Mike Abraczinskas) will advise the Board on conducting a future financial review.

The Brittingham Group LLC advises a financial review for nonprofits.

FALL 2022 CONFERENCE PLANNING

- A. Program: Mike Abraczinskas presented the program outline as discussed in the Program Planning meeting. Session chairs are assigned. Speakers and topics will be discussed at next board meeting.

Mike will reach out to sponsors to discuss speaking opportunities for the fall meeting and forward any possibilities to the session chairs.

Session chairs are responsible for sending thank you notes to speakers.

LUNCH BREAK 12:10

RECONVINED 12:54

- B. Exhibits and gifts: At this time, we have 21 of 65 prepaid booths for the fall meeting. The group discussed fall gifts, Hats or soft side coolers were discussed. Connie will investigate. The fall theme was discussed in an e-mail exchange and "Jungle Safari" was agreed upon.
- C. Arrangements: Connie reported the Grove Park Inn (GPI) has a new sales director who is working hard to keep CAPCA at GPI. The food and beverage requirements for the Spring Conference were at a breakeven point after favorable negotiations between Connie and GPI. GPI offered a 1% discount if the bill was paid within 15 days of invoice. Connie offered Nov 19 for fall board meeting at GPI with a favorable rate from GPI. Next board meeting will be held August 27 at Myrtle Beach Hilton.

- D. Attendify/Surveys: Randy reported the Attendify app will be discontinued at the end of July 2022. Event Bright has an App, Connie and Randy will confer to compare the Apps and registration requirements and report at the next meeting
Randy shared the Survey Monkey responses with the Board. Full copies of the responses can be found in drop box. Two positive suggestions to consider implementing at the fall meeting were; Add high tables in the Exhibit Hall and include a Survey Monkey QR code on the screen Friday morning to attempt to get more responses.
- E. Young Professionals: Austin reported a good turn out to the event at GPI, and everyone enjoyed playing Jeopardy. Jeopardy will return to a future event.
Corn Hole will be played at the Fall meeting. Austin is sending out applications for a Young Professional Chairman for next year. A Survey Monkey survey was suggested to get input about future events from the YP's before the next meeting in Raleigh. Past events were held in Charlotte and Columbia. The YP's are also investigating a tree planting event to be held in the future.

COMMITTEE UPDATES

- A. Finance: The committee will meet this fall to complete a financial review of CAPCA's finances. Contact will be made with Penny Neville to ensure event coding is correct.
- B. Governance: Kevin and Beth will discuss amending the By-Laws at the next board meeting. Jessie asked that each member review the by-laws and be prepared to discuss.
1. Increase dues
 2. Modify Board member succession
 3. Organizational membership for Government groups
 4. Change the requirement of an Audit to Financial Review
- C. Membership and Marketing: Exhibitors requested a \$500.00 level sponsorship in the future. The Marketing committee will meet at next board meeting. The committee includes Kevin, Randy, Jessie and a Young Professional representative.
Reach out to vendors to promote a la Carte opportunities at the fall conference. A la Carte sponsors will be added to the agenda. Kevin volunteered to reach out to friends in other states to promote CAPCA.

OTHER BUSINESS

- A. Strategic Plan: Jessie will bring an updated draft Strategic Plan to next board meeting.
- B. Jessie wrote thank you notes to the Spring 2022 conference registrants, exhibitors and sponsors. Board members signed the thank you notes and Jessie will mail the notes.

Next meeting August 27, 2022 at Myrtle Beach Hilton

Kevin Nesbitt motioned to adjourn
Mike Abraczinskas seconded,
Unanimously concurred at 2:15

Submitted by Tim Agner, Secretary
August 26, 2022